

## **APRIL 18, 2017**

A meeting of the ISS Board was held on April 18, 2017 at 9:00 AM in Conference Room 1A at the Hamilton County Judicial Center.

**Board Members Present:** Kent Ward, Surveyor  
Ollie Schierholz, proxy for William Hughes, Superior Court 3  
Robin Ward, Assessor  
Robin Mills, Auditor  
Mark Bowen, Sheriff  
Christine Altman, Commissioner  
Tammy Baitz, Clerk

**Others Present:** Chris Mertens, IT Director; Matt Baller, GIS Director; Dan Stevens, Director of Administration; Diana Cleland, Web Administrator

**Board Members Absent:** Amy Massillamany, County Council; Jennifer Hayden, Recorder

### **Call to Order (9:04:02)**

Tammy Baitz (Vice-Chair) called the meeting to order at 9:04 AM and Connie Garrett recorded the minutes. A quorum of members was present.

### **Approval of minutes from the January 17, 2017 ISS Board Meeting (9:04:17)**

The minutes were approved as submitted.

### **Election of Officers (9:04:31)**

The current officers were re-elected.

### **Personnel Update (9:05:40)**

We have a new GIS Director, Matt Baller. He's been in the GIS business for 15 years in various capacities and has been in every level of Government; State, Federal and now local. The last 7 years he was the GIS Coordinator for The Office of Facilities and Asset Management with US Customs and Border Protection.

Mertens has talked to several Council members about how to proceed with requesting a couple of new employees in ISS and was told the best route to take is to include those positions at budget hearings. One position would be a Senior System Administrator that would be a level between Helpdesk Technician and Network Administrator. The other position would be a Developer that would help the applications crew, GIS and Web.

Julie Crask has announced her retirement the end of 2018. Robin Mills suggested retaining Crask as a consultant. The fact that she doesn't do the same thing twelve months a year, Mertens and the ISS Board would like to get approval to hire someone sooner rather than later to be able to work with Crask for about a year. There are also some changes that Mertens would like to make when she leaves. He would like to take the supervision of the Helpdesk away from that position. A motion was made to immediately start the process for Crask's replacement. It was seconded and all were in favor.

**POSSE Replacement (9:19:41)**

Computronix is upgrading POSSE and it is not just a version upgrade; it is a complete change in how it was developed. The upgrade cost came in at \$600,000 because of all of the customizations. Each screen, if necessary, would have to be converted so that is what is driving up the cost. Some screens probably aren't used anymore so we could knock some of those out and if we do some of the work ourselves we could get the cost down to just under \$500,000. Altman suggested that Mertens start the process for an additional and Mills announced that the encumbrance rules have changed so let them know the total cost but only ask for the amount that will be spent this year.

**Microsoft Licensing Renewal (9:28:14)**

The renewal is coming up in June and the increase fell in line with what Mertens anticipated. This pricing will then be locked in for the next three years which will include Office 365, the security components that we have on the back end, the advanced threat protection, all Windows desktop and server licensing.

Because of the advanced threat protection that scans e-mails, there is a lag time when there is an attachment. Microsoft has addressed this issue by allowing us to turn on a feature that allows the message to be sent without the attachment. The e-mail will contain a message stating there is an attachment that is being scanned and it will be delivered shortly. Altman and Mills suggested a mass e-mail could be sent informing the users that this feature will be turned on and what to expect and then a second one reminding them.

**Web Update (9:38:40)**

- Updating all Property and Tax Reports including tax payments, statements, special assessments and comparison reports have been completed.
- Modifications to the reports that couldn't wait for version #2 were completed. This will allow our bank to use automated processing for certain tax payments.
- Property and Tax Reports version 2, which incorporates about 20 additional values to various tax reports including adding information related to Reconstruction Drains, is about 50% complete.
- The Adjoiner Request, which is an Outrider/Teller Project that allows Transfer and Mapping to accept credit cards for online requests, is 85% complete and will go live this week.
- The migration of the Sheriff's SharePoint sites from 2003 to Office 365 is at about the 40% mark.
- The update on the look and feel of the GIS Downloads Application is complete.
- We are working on a new Deductions Application that will provide a more streamlined submission process on 4 deduction forms. The user selects the parcel and the application auto-fills many of the required fields and values. This is 10% complete.
- The 4 deduction forms that are currently on the website were updated.
- 2 online submission forms have been added and we are working on 2 more while seeking additional forms.
- The required training and report submission for the PCI Annual Compliancy Tasks is completed.

Altman would like a link on the Assessor and Auditor's pages to a Sales Disclosure Form with it saying something like if you are recording a deed, you have to do this.

Altman asked if it was possible to show tax payment history for multiple years but Diana Cleland said that it would require a lot of work.

Robin Ward asked if Property Record Cards could be updated quarterly and if so, only the ones that have changed. Cleland referred her to Crask to answer that.

The Noblesville Housing Authority is requesting that they be able to add documents to our website. A few years ago we let them post some information because they have certain requirements saying that they have to post online and that lets them meet those requirements. Mertens asked that they send a list of what they want posted so that can be e-mailed to the ISS Board for a vote.

#### **Unscheduled downtime (9:50:31)**

One of the GIS servers went down due to a power surge during a storm. Once it was rebooted, everything started functioning as it should. The way GIS was first done is not as efficient as it could have been. We have more servers than necessary and scripts doing things that probably don't need to be there, so it needs to be simplified and easier to support.

#### **Other Business (9:57:39)**

- The storage for back-ups has been delivered. Commvault was onsite last week to set it up.
- We will be hosting the MIX Group which is the National CIO Organization for IT Directors across the Country. The annual conference held in September was supposed to be in North Carolina but due to their restroom laws, a couple municipalities could not attend based on travel bans. We will now host it and will definitely have some planned events here in Hamilton County to show off our County as a host.

**Next two meetings – July 18, 2017 and October 17, 2017 at 9:00 AM**

The HR Employee Evaluation was brought up but this Board was not involved in it.

The meeting was adjourned at 10:16 AM